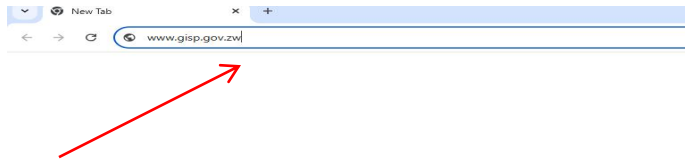


HOW TO ACCESS THE GISP EMAIL

1. To access the email interface there are three options:

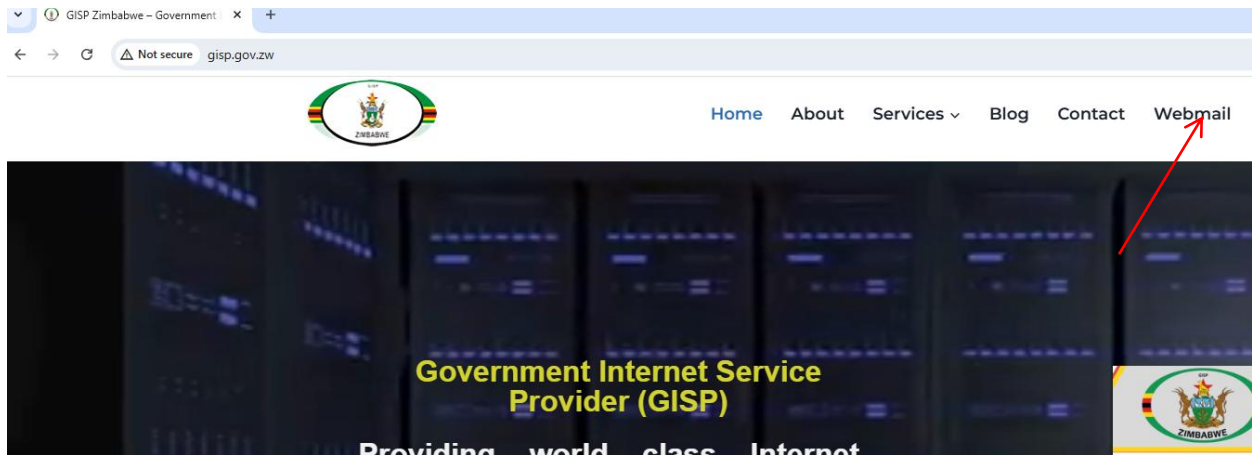
- Option A

Open www.gisp.gov.zw.



Option B

- Click on Webmail link as shown below.

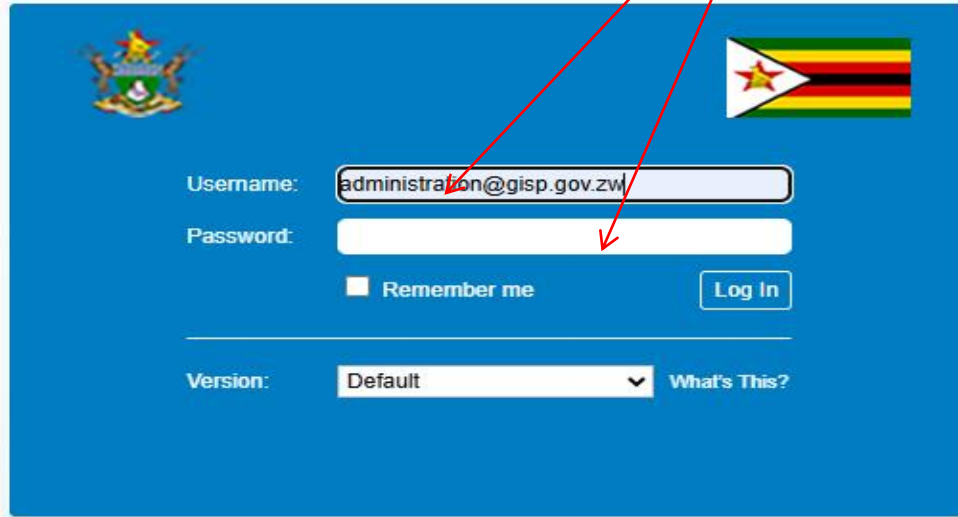


Option C

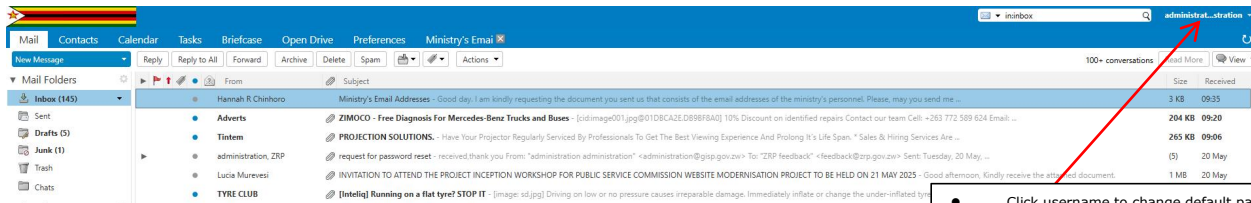
- Enter GISP email address in the address bar as shown below.



2. On the GISP email interface input the following;
 - i. Email address for example *administration@gisp.gov.zw*.
 - ii. Password for example M1@ma2023.



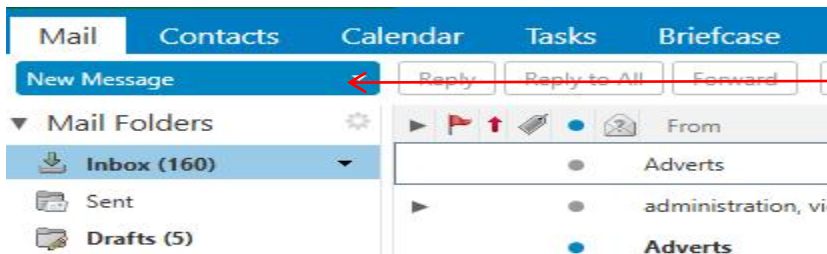
3. Email interface shown below:



- Click username to change default password
- Use alphanumerics, and password should have a minimum of 8 characters
- Regularly change your password

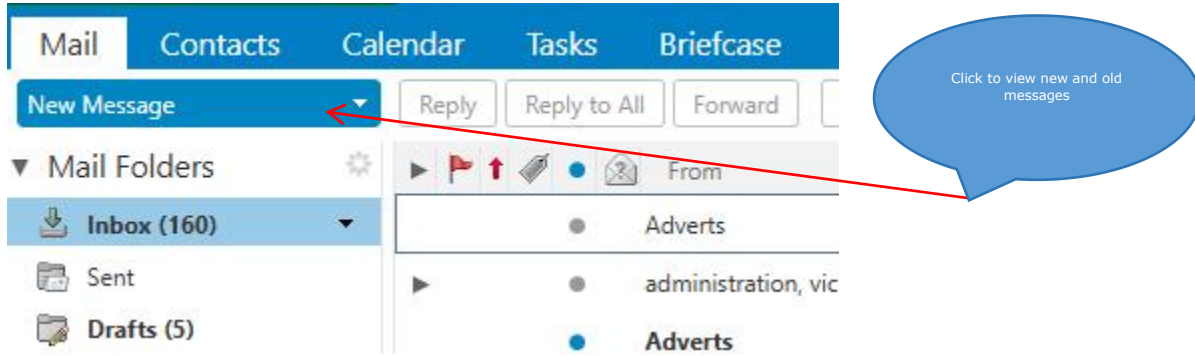
4. The following pictures show the structure of our inbox:

- New Message

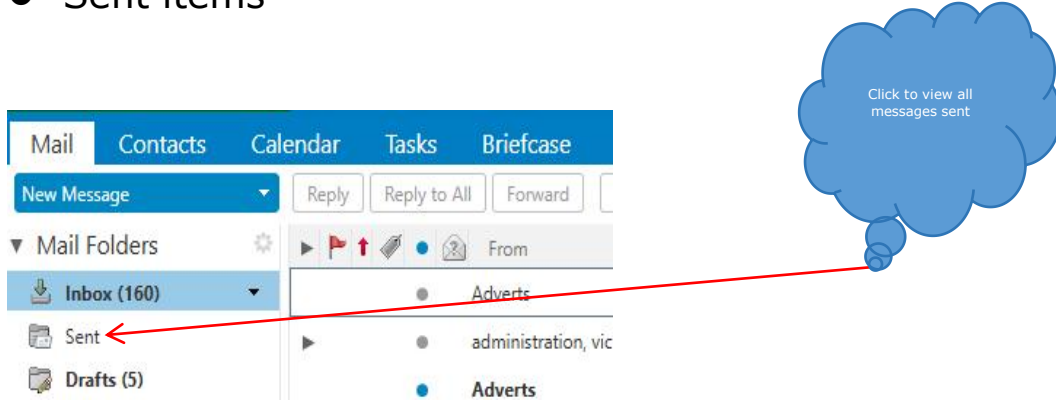


Click to compose new email.

- Inbox

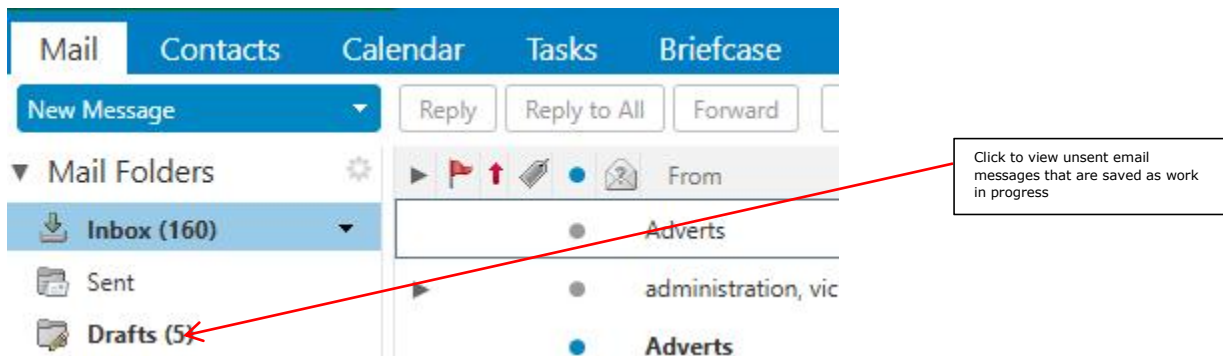


- Sent items



- Drafts

Unsent email messages that are saved as work in progress.



● Junk

Click to Unwanted or unsolicited advertising or promotional material received through the post or sent as email

● Trash

Click to view deleted messages which are temporarily stored before being permanently purged

● Chats

Instant messaging

To view a contact

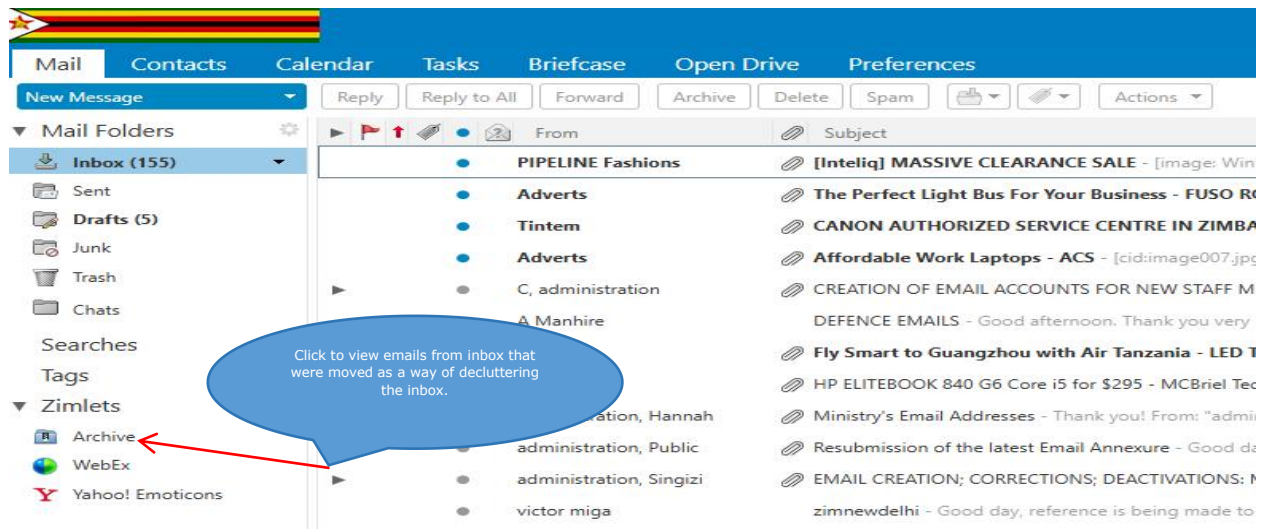
Chat

AVAILABLE

Search

Add new buddy

● Archive



5. In order to **SAFEGUARD** the email box take note of the following **Dos** and **Don'ts**;

Don'ts

- i. Leave the email box unattended whilst signed in;
- ii. Share your password with anyone;
- iii. Write your password anywhere;
- iv. Open or share emails that you are not aware of.

Dos

- v. Use a secure password which has a text, alphanumeric and digits.
- vi. Change the password regularly.
- vii. Exercise extreme caution when downloading attachments they may affect the computer system.

For more information contact

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